

## Templates – Letters to applicant

Here are some templates you can use to write letters to respond to job applicants, let applicants know if they were successful or unsuccessful and invite someone to an interview. Customise these sample letters to suit the way you prefer to communicate – you might like to use a casual, friendly tone or a more formal tone.

### Template – Acknowledgment of application

(Company letterhead or address)

(Applicant's name)

(Street Address)

(Suburb, State, Postcode)

(Date)

Dear (Applicant's name)

Thank you for your application for the position of (Job Title).

We have received many applications from well-qualified and experienced candidates and we are short-listing candidates' applications to determine initial interviews to be held on (Date).

Applicants who appear to meet the required selection criteria and most closely match the requirements of the position will be advised in due course.

Thank you for your interest in joining us at (Business Name) and for taking the time to submit an application for employment.

Yours sincerely

(Name of business representative)

(Title)